

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1380.48A

9/23/88

SUBJ: MANUFACTURING INSPECTION MANAGEMENT INFORMATION SYSTEM (MIMIS)

1. PURPOSE. This order establishes the organizational and procedural framework for implementing and maintaining the Manufacturing Inspection Management Information System (MIMIS) and incorporates by reference the MIMIS User Manual and MIMIS Self Study Guide Training Manual.
2. DISTRIBUTION. This order is distributed to the branch level in the Aircraft Certification Service; the Aircraft Certification Divisions; to the division level in the Mike Monroney Aeronautical Center, the Aviation Standards National Field Office; to the branch level in the Aircraft Certification Offices; Aircraft Certification Field Offices, Manufacturing Inspection District Offices, and Manufacturing Inspection Satellite Offices.
3. CANCELLATION. Order 1380.4, Standard Procedures for Uniform Reporting Engineering and Manufacturing Activities, dated June 1965, as applicable to manufacturing inspection activities is cancelled. Order 1380.48, Manufacturing Inspection Management Information System, dated September 1986, is also cancelled.
4. BACKGROUND.
 - a. The MIMIS is a subsystem of the Aviation Safety Analysis System (ASAS).
 - b. MIMIS can be broken down into five specific elements. These elements mirror the actual division of labor within the offices themselves. The elements are Type Certification, Production, Airworthiness, Investigation and Administration.
 - c. Three major processes can be performed on the MIMIS subsystem to maximize Manufacturing Inspection District Office clerical, inspector, and administrative personnel efficiency. It can also minimize effort and error. These major processes which can be performed are the entering and maintaining of information (Data Base Maintenance); the manipulation and sorting of information (Report Maintenance) and the generation of reports (Report Generation).
- * 5. TRAINING.
 - a. MIMIS training for Aviation Safety Inspectors (Manufacturing) and certain support personnel was conducted at the FAA Academy during September 1986. Those who received the training shall instruct other MIDO personnel in the use of MIMIS as necessary to support the management information system. A certified MIMIS self-study training course is available. Those who wish to enroll should follow the usual procedures of requesting correspondence study courses through the FAA Academy. Additionally, personnel are located in various MIDO's throughout the

Distribution:

Initiated By: AIR-200

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country and are available upon request through AIR-200 to provide training for both basic MIMIS requirements and AD HOC reporting. A hot-line for immediate assistance for MIDO personnel is also available at FTS 747-4355 (0700-1630 Central Time), Monday through Friday.

6. IMPLEMENTATION.

- * a. The Aircraft Manufacturing Division (AIR-200) shall provide system monitoring on a continuing basis.
- b. Requests for changes to the MIMIS hardware, software, and the MIMIS User and Self-Study Guide Training Manuals and diskettes, accompanied by justification, shall be forwarded to AIR-200. AIR-200 shall review as required, requests which concern long term changes to MIMIS. These changes shall include enhancements such as "stepsavers", form format, code additions, Ad Hoc Reports, etc. Implementation of these changes will occur following approval by the Steering Group of the Aircraft Certification Information System.
- * c. Requests for assistance regarding immediate user needs such as an inoperative Burroughs workstation and/or instructions which concern the User and Self-Study Guide Training Manuals and diskette shall be addressed to the ASAS hot-line on FTS 747-4355 (0700-1630 Central Time), Monday through Friday.
- d. Managers of MIDO's in accordance with Headquarters and Aircraft Certificate Directorate instructions are responsible for the implementation, maintenance, and management of MIMIS.
- * e. Since October 1, 1986, data entries into the Production Subsystem, Production Control File, and data entries into the Administrative Substem, Work Hour Reporting File, should have been accomplished to produce reports for the semi-annual listing of the Project Status Report (8120-6) and reports for the Project Information Control System (PICS). In order to promote standardization, and to facilitate data entry into the type certification, production, airworthiness, investigative, and administration subsystems, appendices 1, 2, 3, 4, and 5 have been added to this Order.
- f. Those MIMIS files listed in appendix 1 as mandatory shall be used and maintained.
- g. Beginning October, 1988, instructions/forms in appendices 2 thru 5 must be used to gather resource management information.

A. J. Merrill

A. J. Merrill, Acting
Manager, Aircraft Manufacturing Division
Aircraft Certification Service

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Appendix 1

LISTING OF MANDATORY AND OPTIONAL SUBSYSTEMS AND FILES

TYPE CERTIFICATION SUBSYSTEM	MANDATORY	OPTIONAL
Type Certification Project File (requests/ (TIA)	X	
Conformity Inspection File (8100-1)		X
PRODUCTION SUBSYSTEM		
Production Control File (8120-2)	X	
PMA Supplement File (Deleted)	no longer available	
Production Limits Record File		X
TSO Authorization File (Deleted)	no longer available	
Conformity Inspection File (8100-1)		X
AIRWORTHINESS SUBSYSTEM		
Airworthiness Project File (8130-6)	X	
Production Flight Test File (8130-6)		X
Export Class I Product File (8130-1)	X	
Export Class II Product File (8130-1)		X
Conformity Inspection File (8100-1)		X
INVESTIGATION SUBSYSTEM		
Investigation Project File		X
ADMINISTRATION SUBSYSTEM		
Designee Management File (8110-14)	X	
Designee Reporting File (Appendix 5)	X	
Travel Project File		X
Vehicles File		X
Work Hour Reporting File (Appendix 2)	X	



MIMIS WORK HOUR AND UNIT REPORTING
OFFICE PERSONNEL

Attached is a MIDO Activity time sheet to used by office personnel. Do not use the PICS Individual Activity Report Form (IAR).

The time sheet, revised September 23, 1987, reports one pay period (2 weeks) of time and units. Time must be related to either the Project Information Control System (PICS) numbers (Ref: A 8100.2) or unique project numbers assigned to type and production projects.

Example: STC Project NM100L-0800

Use NM100L-0800 and not STC 9001 on the time sheet.

Example: Production Project PQ 1300NM

Use PQ 1300NM and not PCN 9009.

The PICS general numbers. i.e., STC 9001 and PCN 9009, are to be avoided as much as possible since they combine specific work activity into a general data base. The general data base will not report work activity at a specific modifier or production holder.

In addition to the project number, it is necessary for resource management information purposes to record units or quantity of tasks accomplished. These units are defined by code in appendix 3 and must be used with the project number when a task is completed. There will be times when the project number and code are recorded without a unit charged. It will then be anticipated that office personnel will charge a unit when the task is completed in subsequent reports. Appendix 3 is arranged in numerical series by subject.

Example:

PROJECT NUMBER	UNITS CODE/QTY	MN
NM100L-0800	201 3	6

In the above example, six hours were spent on Monday conducting conformity inspections involving three drawings for STC Project NM100L-0800.

Example:

PROJECT NUMBER	UNITS CODE/QTY	TU
PQ 1300NM	613 3	6

In the above example, six hours were spent on Tuesday conducting a PI Audit involving three functions for Parts Manufacturer Approval holder, Project PQ 1300NM.

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Compensatory time, gained in specific project activity, needs to be recorded in two places. It should be recorded on the project activity line and on the COMP line provided at the top of the time sheet.

Travel performed outside normal duty hours should be recorded on the line provided at the top of the time sheet.

Example:

WORKING DAYS: 10 X 8 HRS = 80 (INCLUDING HOLIDAYS)
 + COMP: 2 (XOC 9038)
 + XTRA TVL: 2 (XTR 9037)
 TOTAL: 84

PROJECT CODE	UNITS CODE/QTY	REMARKS	MN	TU
NM100L-0800	201 3	(1 hr 9038) (1 hr 9037)	10	
NM100L-0800	201 3	(1 hr 9038) (1 hr 9037)		10

In the above example, one hour of comp time was earned Monday and Tuesday. One hour of travel was performed outside of normal duty hours. It may be helpful to note in the remarks section the 1 hr of compensatory and travel time.

Leave needs to be recorded in two places. It should be recorded on the ILV 9031 line and by category in the area provided at the top of the time sheet.

An example of a completed time sheet is attached.

Office personnel will enter the information from the time sheet into the Administration Subsystem, Work Hour Reporting File.

It is important to note that MIMIS and PICS are presently two distinct reporting programs. The time sheet reflects information required by both systems.

Designee performance of tasks in our behalf must also be tracked. At this time it will not be necessary to record their time. However, it is necessary for the designees to record their units on the forms contained in appendix 5. Codes are provided in appendix 3 for reference (Page 11 of appendix 3 recaps Designee Work Activity Codes).

Example:

TYPE CERTIFICATION TYPE OR TYPE AMENDMENT	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR
	113	NM100L-0800	10	0	NO

In the above example, a Designee conducted ten conformities (of any type) for project NM100L-0800, no 8130-3 tags were necessary, and a Type Inspection Report was not completed.

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Example:

AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY
STANDARD A/W CERTIFICATE	APIS 726	PC 737 5

In the above example, a Designee certificated 5 aircraft.
Office personnel will enter the information from the forms into the
Administration Subsystem, Designee Reporting File.

(ILV 9031)
 NAME: _____ L -827 ANNUAL: _____
 _____ E -828 SICK: _____
 OFFICE: _____ A -829 COMP: _____
 _____ V -830 OTHER: _____
 PAY PERIOD _____ E TOTAL: _____

WORKING DAYS: 10 X 8 HRS = 80 (INCLUDING HOLIDAYS)

+ COMP: (XOC 9038-832)

+ XTRA TVL: (XTR 9037-831)

TOTAL: **HOURS**

PAY PERIOD

REPORTING DATES: From / / To / /

[illegible]

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PAY PERIOD _____

(CONTINUATION PAGE)

NAME: _____

(CONTINUATION PAGE)

NAME: _____

REPORTING DATES: From _____ To _____

[illegible]

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TYPE CERTIFICATION: TYPE OR TYPE AMENDMENT - USE UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
INSP. RECORD	100	1 UNIT PER PART NUMBER
CONF. INSP. TO DESIGN DATA	101	1 UNIT PER DWG.
EVALUATE SPEC. PROCESSES	102	1 UNIT PER SPEC.
STRUCTURAL TESTS	103	1 UNIT PER ARTICLE + 1 UNIT PER SET-UP
PROTOTYPE FLIGHT ARTICLES	104	1 UNIT PER ARTICLE (FLT. TEST REQ'D)
ENGINE AND PROPELLER TESTS	105	1 UNIT PER ARTICLE + 1 UNIT PER SET-UP
TEARDOWN INSP. OF TEST ART.	106	1 UNIT PER ARTICLE (ENGINE OR PROP.)
WITNESS OFFICIAL TESTS	107	1 UNIT PER TEST
GROUND INSPECTION - ACFT	108	1 UNIT PER FLIGHT WHERE INSP. REQ'D.
FUNCTION AND RELIABILITY	109	1 UNIT FOR TOTAL PROGRAM
COMPLETION OF TIR	110	1 UNIT FOR EACH TIR
MEETING ATTENDANCE	111	1 UNIT PER (ONLY IF NO OTH CODE APPLS)
PI - ADMINISTRATIVE	112	0 UNITS (ONLY IF NO OTHER CODE APPLIES)
DESIGNEE CONFORMITY	113	1 UNIT PER PART NUMBER

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TYPE CERTIFICATION: STC OR STC AMENDMENT - USE UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
INSP. RECORD	200	1 UNIT PER PART NUMBER
CONF. INSP. TO DESIGN DATA	201	1 UNIT PER DWG.
EVALUATE SPEC. PROCESSES	202	1 UNIT PER SPEC.
STRUCTURAL TESTS	203	1 UNIT PER ARTICLE + 1 UNIT PER SET-UP
PROTOTYPE FLIGHT ARTICLES	204	1 UNIT PER ARTICLE (FLT. TEST REQ'D)
ENGINE AND PROPELLER TESTS	205	1 UNIT PER ARTICLE + 1 UNIT PER SET-UP
TEARDOWN INSP. OF TEST ART.	206	1 UNIT PER ARTICLE (ENGINE OR PROP.)
WITNESS OFFICIAL TESTS	207	1 UNIT PER TEST
GROUND INSPECTION - ACFT	208	1 UNIT PER FLIGHT WHERE INSP. REQ'D.
FUNCTION AND RELIABILITY	209	1 UNIT FOR TOTAL PROGRAM
COMPLETION OF TIR	210	1 UNIT FOR EACH TIR
MEETING ATTENDANCE	211	1 UNIT PER (ONLY IF NO OTH CODE APPLS)
PI - ADMINISTRATIVE	212	0 UNITS (ONLY IF NO OTHER CODE APPLIES)
DESIGNEE CONFORMITY	213	1 UNIT PER PART NUMBER

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DESIGN CONFORMITY: PMA - USE UNIQUE PROJ.# or 9002 + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
INSP. RECORD	300	1 UNIT PER PART NUMBER
CONF. INSP. TO DESIGN DATA	301	1 UNIT PER DWG.
EVALUATE SPEC. PROCESSES	302	1 UNIT PER SPEC.
STRUCTURAL TESTS	303	1 UNIT PER ARTICLE + 1 UNIT PER SET-UP
ENDURANCE TEST ARTICLES	304	1 UNIT PER ARTICLE + 1 UNIT PER SET-UP
TEARDOWN INSP. OF TEST ART.	305	1 UNIT PER ARTICLE (ENGINE OR PROP.)
WITNESS OFFICIAL TESTS	306	1 UNIT PER TEST
COMPLETION OF TIR	307	1 UNIT FOR EACH TIR
DESIGNEE CONFORMITY	308	1 UNIT PER PART NUMBER

PRODUCTION CERTIFICATION: TC ONLY - USE UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
REVIEW INSP. PROCEDURES	400	1 UNIT PER PROCEDURE
VERIFY CONF. - TYPE DESIGN	401	1 UNIT PER PART/PRODUCT
DOCUMENT AND RECORD INSP.	402	1 UNIT PER COMPLETED 8100-1 OR REPORT
WITNESS ACC. TEST - ENGINE	403	1 UNIT PER TEST RUN
WITNESS ACC. TEST - PROP.	404	1 UNIT PER TEST RUN
COORDINATE WITH FLIGHT TEST	405	1 UNIT PER FLIGHT TEST
GENERAL CERTIFICATE MGMT.	406	0 UNITS (ONLY IF NO OTHER CODE APPLIES)

PRODUCTION CERTIFICATION: APIS/PC/DOA/PMA/TSO/SUPPLIER - UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
RESERVED	500	NONE
APPR. INSP. SYS.(APIS/TSO)	501	1 UNIT FOR INITIAL APPROVAL OF QC SYS.
APPR. INSP. SYS.(PC)	502	1 UNIT FOR INITIAL APPROVAL OF QC SYS.
REVIEW QC DATA/REPORT(DOA)	503	1 UNIT AT COMPLETION OF ACTIVITY
EVALUATE QC SYSTEMS (DOA)	504	1 UNIT AT COMPLETION OF ACTIVITY
EVALUATE DAS MANUAL	505	1 UNIT AT COMPLETION OF ACTIVITY
APPR. QC CHGS.(APIS/PC)	506	1 UNIT PER SUBJECT
APPR. QC CHGS.(PMA/TSO)	507	1 UNIT PER SUBJECT
APPR. QC CHGS.(DOA)	508	1 UNIT PER SUBJECT
EVAL. SPL. PRCS.(APIS/PC)	509	1 UNIT PER SPECIAL PROCESS SPEC.
EVAL. SPL. PRCS.(PMA)	510	1 UNIT PER SPECIAL PROCESS SPEC.
EVAL. SPL. PRCS.(TSO)	511	1 UNIT PER SPECIAL PROCESS SPEC.
PROCESS CHGS.(APIS/PC/TSO)	512	1 UNIT PER SPECIAL PROCESS CHANGE
PROCESS CHGS.(PMA)	513	1 UNIT PER SPECIAL PROCESS CHANGE
CONF. FINDINGS(SUPPLIER)	514	1 UNIT PER PROTOTYPE/1ST ARTICLE
DESIGNEE CONF.(SUPPLIER)	515	1 UNIT PER PROTOTYPE/1ST ARTICLE
GENERAL CERT. MGMT.(ALL)	516	0 UNITS (ONLY IF NO OTHER CODE APPLIES)

SURVEILLANCE AND AUDIT ACTIVITIES - USE UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
CONFORMITY FINDINGS(APIS)	600	1 UNIT PER ACTIVITY
APIS BOARD	601	1 UNIT AT COMPLETION OF BOARD
EVAL. QC SYS. AT FAC. (PC)	602	1 UNIT AT COMPLETION OF DO AUDIT
PC BOARD	603	1 UNIT AT COMPLETION OF BOARD
DOA BOARD	604	1 UNIT AT COMPLETION OF BOARD
DOA AUDITS	605	1 UNIT AT COMPLETION OF AUDIT
QASAR AUDIT(APIS)	606	1 UNIT AT COMPLETION OF QASAR
QASAR AUDIT(PC)	607	1 UNIT AT COMPLETION OF QASAR
QASAR AUDIT(PMA)	608	1 UNIT AT COMPLETION OF QASAR
QASAR AUDIT(TSO)	609	1 UNIT AT COMPLETION OF QASAR
SPECIAL AUDIT (APIS & PC)	610	1 UNIT AT COMPLETION OF AUDIT
SPECIAL AUDIT (PMA & TSO)	611	1 UNIT AT COMPLETION OF AUDIT
PI AUDIT(APIS/PC/SUPPLIER)	612	1 UNIT PER FUNCTION COMPLETED
PI AUDIT (PMA)	613	1 UNIT PER FUNCTION COMPLETED
PI AUDIT (TSO)	614	1 UNIT PER FUNCTION COMPLETED
INITIAL AUDIT (SUPPLIER)	615	1 UNIT PER FUNCTION COMPLETED
EVAL. QC SYS. AT FAC.(PMA)	616	1 UNIT AT COMPLETION OF DO AUDIT
MMF - INITIAL(APIS/PC/DOA)	617	1 UNIT AT COMPLETION OF QC DATA APPR.
MMF - INITIAL(PMA/TSO)	618	1 UNIT AT COMPLETION OF QC DATA APPR.
MMF - SURVEIL.(APIS/PC/DOA)	619	1 UNIT AT COMPLETION OF AUDIT ACTIVITY
MMF - SURVEIL.(PMA/TSO)	620	1 UNIT AT COMPLETION OF AUDIT ACTIVITY
DAS AUDIT	621	1 UNIT AT COMPLETION OF AUDIT ACTIVITY

AIRWORTHINESS ACTIVITIES - USE PROJ.# NOTED IN UNIT DEFINITION + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
AW CERT. - PROTOTYPE(TC)	701	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE " "	724	1 UNIT PER CERTIFICATE
AW CERT. - PROTOTYPE(STC)	702	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE " "	725	1 UNIT PER CERTIFICATE
AW CERT. STD/SPEC.(TC ONLY)	703	1 UNIT PER CERTIFICATE(OAC 9012)
STANDARD AW(APIS)	704	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE "	726	1 UNIT PER CERTIFICATE
STANDARD AW(PC)	705	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE "	727	1 UNIT PER CERTIFICATE
CLASS I EXPORT(TC ONLY)	706	1 UNIT PER CERTIFICATE(IEA 9011)
CLASS I EXPORT(APIS)	707	1 UNIT PER CERTIFICATE(IEA 9011)
BY DESIGNEE "	728	1 UNIT PER CERTIFICATE
CLASS I EXPORT(PC)	708	1 UNIT PER CERTIFICATE(IEA 9011)
BY DESIGNEE "	729	1 UNIT PER CERTIFICATE
EXPORT TAGS(APIS/PC)	709	1 UNIT PER PART(IEA 9011)
BY DESIGNEE " "	730	1 UNIT PER PART
EXPORT TAGS(PMA/TSO)	710	1 UNIT PER PART(IEA 9011)
BY DESIGNEE " "	731	1 UNIT PER PART
SPECIAL A/W(APIS)	711	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE "	732	1 UNIT PER CERTIFICATE
SPECIAL AIRWORTHINESS(PC)	712	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE " "	733	1 UNIT PER CERTIFICATE
MILITARY CERTIFICATE(APIS)	713	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE " "	734	1 UNIT PER CERTIFICATE
MILITARY CERTIFICATE(PC)	714	1 UNIT PER CERTIFICATE(OAC 9012)
BY DESIGNEE " "	735	1 UNIT PER CERTIFICATE
REVIEW AW(DOA/DAS)	715	1 UNIT PER CERTIFICATE(OAC 9012)
DMIR IN-PROCESS A/W CONF.	736	1 UNIT PER ARTICLE

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<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
AIRWORTHINESS CERTIFICATION/EXPORT APPROVAL (OTHER THAN AT MANUFACTURER) - USE PROJ.# NOTED IN UNIT DEFINITION + CODE		
STANDARD AIRWORTHINESS	716	1 UNIT PER CERTIFICATE(OAC 9012)
BY DAR "	737	1 UNIT PER CERTIFICATE
SPECIAL A/W RESTRICTED	717	1 UNIT PER CERTIFICATE(OAC 9012)
BY DAR "	738	1 UNIT PER CERTIFICATE
SPECIAL A/W LIMITED	718	1 UNIT PER CERTIFICATE(OAC 9012)
SPECIAL A/W EXPERIMENTAL	719	1 UNIT PER CERTIFICATE(OAC 9012)
BY DAR "	740	1 UNIT PER CERTIFICATE
SPECIAL FLIGHT PERMIT	720	1 UNIT PER CERTIFICATE(OAC 9012)
BY DAR "	741	1 UNIT PER CERTIFICATE
EXPORT CERTIFICATE	721	1 UNIT PER PART/PRODUCT(IEA 9011)
BY DAR "	742	1 UNIT PER PART/PRODUCT
SPECIAL FLT. AUTHORIZATION	722	1 UNIT PER LETTER(OAC 9012)
MILITARY CERTIFICATE	723	1 UNIT PER CERTIFICATE(OAC 9012)
DAR IN-PROCESS A/W CONF.	743	1 UNIT PER ARTICLE
DAR EXPORT CERT. FOR FCAA	744	1 UNIT PER ARTICLE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
ENFORCEMENT ACTIVITIES - USE <u>UNIQUE PROJ.#</u> OR VET 9008 + CODE		
ENFORCEMENT INVESTIGATION	800	1 UNIT AT COMPLETION OF INVESTIGATION
PROCESS DOCUMENTATION	801	1 UNIT AT COMPLETION OF EIR OR C/A
VERIFY CORRECTION ACTION	802	1 UNIT AT COMPLETION OF ACTIVITY
MISCELLANEOUS ACTIVITIES - USE <u>UNIQUE PROJ.#</u> OR # WITHIN () + CODE		
SERVICE DIFFICULTY(SDR9006)	803	1 UNIT AT COMPLETION OF FINAL REPORT
AW DIRECTIVES(SDA 9007)	804	1 UNIT PER DRAFT AD
IND./PUB. LIASION(AWD 9016)	805	1 UNIT PER SUBJECT AT COMPLETION
ASST FAA OFFICES(AFS 9017)	806	1 UNIT PER SUBJECT AT COMPLETION
FCAA LIAISON(FCA 9004)	807	1 UNIT PER SUBJECT AT COMPLETION
EVALUATE FACILITY(UNIQUE #)	808	1 UNIT FOR EACH ADDITION TO PC
PMA LETTER(UNIQUE PROJ. #)	809	1 UNIT PER INITIAL LETTER
PMA SUPPLEMENT(UNIQUE #)	810	1 UNIT PER SUPPLEMENT
FIELD APPROVALS(AFS 9017)	811	1 UNIT PER FAA FORM 337
DMIR/DAR ACTIVITY(IDS 9025)	812	1 UNIT PER DESIGNEE PER YEAR
DMIR/DAR SPRVSN(IDS 9025)	813	0 UNITS RECORD SUPERVISORY HOURS ONLY
FORMAL TRAINING(TRT 9029)	814	1 UNIT AT COMPLETION OF 80 HOURS
OTHER TRAINING(TRT 9029)	815	1 UNIT AT COMPLETION OF 40 HOURS
MISC. ACTIVITY(GTR 9019)	816	0 UNITS (ONLY IF NO OTHER CODE APPLIES)
CLERICAL/ADMIN.(ADM 9036)	817	0 UNITS (ONLY IF NO OTHER CODE APPLIES)
SPECIAL PROJ.(GEN 9023)	818	0 UNIT PER (ONLY IF OFF. MGR. ASSIGNS)

MISCELLANEOUS ACTIVITIES (CON'T) - USE UNIQUE PROJ.# OR # WITHIN () + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
NTSB INQUIRIES(SDN 9020)	819	1 UNIT PER (ONLY IF NO OTH CODE APPLS)
ACCIDENT INVEST.(AII 9005)	820	1 UNIT PER (ONLY IF NO OTH CODE APPLS)
REG/ORDER COMMENTS(REG9013)	821	1 UNIT PER (ONLY IF NO OTH CODE APPLS)
POLICY COMMENTS(PGE 9014)	822	1 UNIT PER (ONLY IF NO OTH CODE APPLS)
OTHER DUTIES(AOD 9018)	823	1 UNIT PER (HRC/EEO/ETC.)
FOIA REQUESTS(FOI 9021)	824	1 UNIT PER (FREEDOM OF INFORMATION ACT)
MANAGEMENT DUTIES(IMS 9024)	825	0 UNITS (ONLY IF OFFICE MGR. ASSIGNS)
TRAVEL(ITR 9030)	826	0 UNITS (TRAVEL DURING NORMAL DUTY HRS)
LEAVE - ANNUAL(ILV 9031)	827	0 UNITS (NOTE TYPE AND HRS ON TIME SHT)
LEAVE - SICK(ILV 9031)	828	0 UNITS (NOTE TYPE AND HRS ON TIME SHT)
LEAVE - COMP(ILV 9031)	829	0 UNITS (NOTE TYPE AND HRS ON TIME SHT)
LEAVE - OTHER(ILV 9031)	830	0 UNITS (NOTE TYPE AND HRS ON TIME SHT)
OVERTIME - TRAVEL(XTR9037)	831	0 UNITS (TRAVEL OUTSIDE NORMAL DTY HRS)
OVERTIME - PROJECT(XOC9038)	832	0 UNITS (RECORD FROM COMP TIME)
PROJECT SMART(ISM 9039)	833	0 UNITS (ANY INVOLVEMENT)
EMP. ATT. SURVEY(EAS 9040)	834	0 UNITS (EMPLOYEE ATTITUDE SURVEY)
EXPORT CERT. FOR FCAA	835	1 UNIT PER ARTICLE (FCA 9004)
PROJECT SNAPSHOT (SNP9041)	836	0 UNIT (ANY INVOLVEMENT)
BUDGET ADM (BUD 9033)	837	0 UNIT (ANY INVOLVEMENT)
PERSONNEL ADM (PER 9032)	838	0 UNIT (ANY INVOLVEMENT)
PROCUREMENT ADM (PRO 9034)	839	0 UNIT (ANY INVOLVEMENT)
TRAINING ADM (TRA 9035)	840	0 UNIT (ANY INVOLVEMENT)
AW DIRECTIVES APIS (SDA 9007)	841	1 UNIT PER DRAFT AD
RESERVED	842	NONE
RESERVED	843	NONE
RESERVED	844	NONE
RESERVED	845	NONE

RECAP OF DESIGNEE ACTIVITIES:**TYPE CERTIFICATION: TYPE OR TYPE AMENDMENT - USE UNIQUE PROJ.# + CODE**

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
DESIGNEE CONFORMITY	113	1 UNIT PER PART NUMBER

TYPE CERTIFICATION: STC OR STC AMENDMENT - USE UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
DESIGNEE CONFORMITY	213	1 UNIT PER PART NUMBER

DESIGN CONFORMITY: PMA - USE UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
DESIGNEE CONFORMITY	308	1 UNIT PER PART NUMBER

PRODUCTION CERTIFICATION: SUPPLIER - UNIQUE PROJ.# + CODE

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
DESIGNEE CONF.(SUPPLIER)	515	1 UNIT PER PROTOTYPE/1ST ARTICLE

AIRWORTHINESS ACTIVITIES - CODE ONLY FOR DESIGNEE ACTIVITIES BELOW

<u>ACTIVITY</u>	<u>CODE</u>	<u>UNIT DEFINITION</u>
AW CERT. - PROTOTYPE(TC)	724	1 UNIT PER CERTIFICATE
AW CERT. - PROTOTYPE(STC)	725	1 UNIT PER CERTIFICATE
STANDARD AW(APIIS)	726	1 UNIT PER CERTIFICATE
STANDARD AW(PC)	727	1 UNIT PER CERTIFICATE
CLASS I EXPORT(APIIS)	728	1 UNIT PER CERTIFICATE
CLASS I EXPORT(PC)	729	1 UNIT PER CERTIFICATE
EXPORT TAGS(APIIS/PC)	730	1 UNIT PER PART
EXPORT TAGS(PMA/TSO)	731	1 UNIT PER PART
SPECIAL A/W(APIIS)	732	1 UNIT PER CERTIFICATE
SPECIAL AIRWORTHINESS(PC)	733	1 UNIT PER CERTIFICATE
MILITARY CERTIFICATE(APIIS)	734	1 UNIT PER CERTIFICATE
MILITARY CERTIFICATE(PC)	735	1 UNIT PER CERTIFICATE
DMIR IN-PROCESS A/W CONF.	736	1 UNIT PER ARTICLE

AIRWORTHINESS CERTIFICATION/EXPORT APPROVAL (OTHER THAN AT MANUFACTURER) - CODE ONLY FOR DESIGNEE ACTIVITIES BELOW

STANDARD AIRWORTHINESS	737	1 UNIT PER CERTIFICATE
SPECIAL A/W RESTRICTED	738	1 UNIT PER CERTIFICATE
SPECIAL A/W EXPERIMENTAL	740	1 UNIT PER CERTIFICATE
SPECIAL FLIGHT PERMIT	741	1 UNIT PER CERTIFICATE
EXPORT CERTIFICATE	742	1 UNIT PER PART/PRODUCT
DAR IN-PROCESS A/W CONF.	743	1 UNIT PER ARTICLE
DAR EXPORT CERT. FOR FCAA	744	1 UNIT PER ARTICLE



WORK HOUR AND UNIT REPORTING
COMPUTER DATA ENTRY

This Appendix supersedes the Screen Guide, Page 3-67 in the MIMIS User's Manual.

<u>Label</u>	<u>Status</u>	<u>Acceptable Entries</u>
Record ID:	P	AUTOFILL; cannot overwrite
Inspector Name:	R	15 F - ENTER LAST NAME ONLY (if at all possible)
Date:	R	ENTER LAST DAY OF 2ND PAY PERIOD, i.e., Saturday.
Project Number	R	15 F - ENTER PROJECT NUMBERS I/A/W THE FOLLOWING EXAMPLES: PICS General no. - 9031 (DO NOT ENTER THE PREFIX ILV) Type Proj. - NM-100L-0800-201 (Enter the Detail Work Activity Code from Appendix 3 of -201 here)
General Work Activity	R	3-letter code: from "?"; also See Page 2 of this Appendix
Detailed Work Activity	O	3 - letter code from "?"; also Reference Appendix 3 Example: -201
Hours:	R	4 N - HH:MM - fill all spaces; 00:30 = 1/2 hour (inspectors should not be charging anything less than 1/2 hour except for leave)
Units:	O	3 N - fill all spaces, i.e., 001

P = Cannot be changed during update operations
O = Optional entry
F = Free format (alphanumeric)
N = Numeric entry
R = Required on entry, optional on update

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WORK HOUR AND UNIT REPORTING
COMPUTER DATA ENTRY - Cont'd.

ADDENDUM TO THE "?" HELP SCREEN FOR
WORK ACTIVITY CODES

ADM = ADMINISTRATIVE - Use for Project Number 9036

ALV = ANNUAL LEAVE - Use for Project Number 9031 ending with -827, -829
-830 Codes (Ref: Appendix 3)

AUD = AUDIT - Use for Production Project Numbers ending with the
600 Series Codes (Surveillance and Audit Activities
Appendix 3)

AW = AIRWORTHINESS - Use for Project Numbers 9011 & 9012 ending with the
700 Series Codes (Airworthiness Activities Appendix 3)

CE = COMPLIANCE AND ENFORCEMENT - Use for Project Number 9008 or Production Project
Numbers ending in -800, -801, or 802 (Enforcement
Activity Appendix 3)

CLV = COMP. LEAVE - Use for Project Number 9031 ending with -829 (Ref:
Appendix 3)

CM = CERTIFICATE MANAGEMENT - May be used when no other code and unit count applies.

DS = DESIGNEE SUPERVISION - Use for Project Number 9025 ending with -812 and -813
Codes (Ref: Appendix 3)

GA = GOVERNMENT ASSISTANCE - Use for Project Number 9017 ending with the **-806** code
(Ref: Appendix 3)

OLV = OTHER LEAVE - Use for Project Number 9031 ending with -830 (Ref:
Appendix 3)

PA = PUBLIC ASSISTANCE - Use for Project Number 9016 ending with the -805 code
(Ref: Appendix 3)

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Appendix 4

WORK HOUR AND UNIT REPORTING
COMPUTER DATA ENTRY - Cont'd.

ADDENDUM TO THE "?" HELP SCREEN FOR
WORK ACTIVITY CODES - Cont'd.

PMA = DESIGN APPROVAL PMA	- Use for Project Number 9002 ending with the 300 Series code (Ref: Appendix 3)
SD = SERVICE DIFFICULTY	- Use for Project Number 9006 or Production Project Numbers ending in -803 and Project Numbers 9007-804, 9005-820, 9020-819 (Ref: Appendix 3)
STC = SUPPLEMENTAL TYPE CERTIFICATION	- Use for Project Numbers ending with the 200 Series code (Ref: Appendix 3)
SLV = SICK LEAVE	- Use for Project Number 9031 ending with the -828 code (Ref: Appendix 3)
TC = TYPE CERTIFICATION	- Use for Project Numbers ending with the 100 and 300 Series codes and Project Number 9017- 811 (Ref: Appendix 3)
TNG = TRAINING	- Use for Project Number 9028/9029 ending with -814 or -815 codes (Ref: Appendix 3)
TVL = TRAVEL	- Use for Project Number 9030 ending with -826 (Ref: Appendix 3)
XTL = EXTRA TRAVEL	- Use for Project Number 9030 ending with -831 (Ref: Appendix 3)
OTH = OTHER	- For anything not listed above



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Appendix 5

FAA DESIGNEE AIRWORTHINESS SUMMARY ACTIVITY REPORT

COMPANY _____

DESIGNEE _____

NUMBER _____

REPORTING PERIOD BEGINNING DATE: _____

ENDING DATE: _____

AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY
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STANDARD A/W CERTIFICATE	APIS 726	PC 727	OTM 737		
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SPECIAL A/W CERTIFICATE	APIS 732	PC 733	PROTOTYPE TC 724	PROTOTYPE STC 725	OTM 740
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EXPORT CERT. OF AIRWORTHINESS	APIS 728	PC 729	OTM 742		
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A/W APPROVAL EXPORT TAGS	APIS/PC 730	PMA/TSO 731			
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IN-PROCESS A/W INSPECTIONS	APIS/PC 736	PMA/TSO 736	OTM 743		
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CONFORMITY CERT MILITARY	APIS 734	PC 735			
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MISC. DAR OTHER THAN AT MANUFACTURER	RESTR 738	SPEC FLT PMT 741		CONF. FOR FCAA 744	
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FAA DESIGNEE TYPE CERTIFICATION SUMMARY ACTIVITY REPORT						
COMPANY		DESIGNEE NAME		DESIGNEE NUMBER		
REPORTING PERIOD: BEGINNING DATE		ENDING DATE				
TYPE CERTIFICATION	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR	REMARKS
TYPE OR TYPE AMENDMENT	113					
STC OR STC AMENDMENT	213					
DESIGN CONF. PMA	308					
DESIGN CONF. AT SUPPLIER	515					
TYPE CERTIFICATION	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR	REMARKS
TYPE OR TYPE AMENDMENT	113					
STC OR STC AMENDMENT	213					
DESIGN CONF. PMA	308					
DESIGN CONF. AT SUPPLIER	515					